

PERSON SPECIFICATION

POST TITLE Junior Graphic Designer

TEAM Creative Media Team

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> a) 5 GCSEs at Grade C or above including Maths and English Language (or equivalent) b) 3 A levels (or equivalent) 	<ul style="list-style-type: none"> a) Relevant Degree

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> a) A good portfolio of design work b) Demonstrating the ability to respond to a creative brief c) Working as part of a design team d) Using own initiative to take a task through to completion e) Producing and maintaining accurate and detailed information f) Juggling various tasks and priorities to deadlines 	<ul style="list-style-type: none"> a) Supervising volunteers

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> a) Current design trends b) Basic understanding of different digital platforms 	<ul style="list-style-type: none"> a) Health & Safety b) Risk Management c) Data Protection

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Competent using Adobe Creative Suite particularly Photoshop, InDesign and Illustrator b) Design fundamentals including typography, colour, layout and illustration c) Excellent written and verbal communication skills d) Evidence of excellent IT skills particularly Microsoft Office e) Excellent organisational skills f) Ability to prioritise and achieve deadlines g) Excellent administrative skills h) Great interpersonal skills i) Accuracy and attention to detail, particularly when working to tight deadlines j) Ability to work as part of a team 	<ul style="list-style-type: none"> a) Understanding and experience of coding HTML and CSS b) Experience and competency in video editing & motion graphics, using After Effects, Premiere and/or Final Cut Pro or other NLE c) Experience of working with brand guidelines to respond to brief d) Basic knowledge of commercial print and production techniques e) Demonstrable experience in using cameras for film & photography

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Adhere to the vision and values of KingsGate b) Enthusiasm for championing KingsGate's brand across the organisation c) Willingness to work in a flexible manner d) Willingness to serve others e) Initiative and enthusiasm f) Positive and friendly manner with 'can do' approach g) Willingness to work non-standard hours when necessary h) Commitment to equality & diversity 	

This person specification was reviewed by the Creative Media Team Leader in June 2021.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.